



King County

**SENIOR PRINCIPAL LEGISLATIVE ANALYST – CAPITAL PROJECTS
METROPOLITAN KING COUNTY COUNCIL
Annual Salary Range \$85,834 - \$115,437
OPEN: 1/30/06 CLOSE: 2/24/06**

WHERE TO APPLY: Required forms and materials **must** be sent to: **516 3rd Ave, Room 1200, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact the council hotline at (206) 296-1688 for further inquiries. Application materials also available at www.metrokc.gov/ohrm/jobs.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

WHO MAY APPLY: This job is open to anyone who meets the position requirements.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required. A written test may be required of finalists.

WORK LOCATION: 516 3rd Ave, Room 1200, Downtown Seattle, WA.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday.

PRIMARY JOB FUNCTIONS: The Senior Principal Legislative Analyst – Capital Projects provides a fiscal and policy analysis for the Metropolitan King County Council and council committees as assigned. The position is currently assigned to the Capital Budget Committee, which is responsible for reviewing and monitoring major capital projects for the county.

The Senior Principal Legislative Analyst – Capital Projects provides analysis of highly complex and controversial capital projects. The position requires considerable skill and ability in construction management, financial and cost analysis and capital planning review processes. The successful candidate should possess superior qualitative, quantitative and problem solving skills and the ability to manage complex assignments with limited oversight. This is a salaried, at-will position and is overtime-exempt.

ESSENTIAL JOB DUTIES:

- Analyze the full range of legislation referred to the committee;
- Prepare staff reports;
- Draft legislation and amendments to legislation;
- Review and monitor reports, programs and budgets as assigned;
- Make public presentations, the majority of which are before the council and its committees;
- Effectively communicate with the public and attend public meetings and events as assigned, including after hours and off-site meetings;

- Mentor entry and mid-level analysts to achieve desired performance and results;
- Develop and analyze complex proposals and legislation;
- Identify and analyze issues or problems objectively, apply appropriate analytic techniques, and develop feasible alternative options;
- Effectively communicate orally and in writing, including making public presentations;
- Work under pressure to meet deadlines, sometimes for extended work hours, while producing high quality work;
- Exercise sound independent judgment and personal integrity and perform effectively in a legislative work environment;
- Maintain effective interpersonal relationships with legislative and executive staff;
- Work effectively both independently and in a team environment; and
- Maintain regular attendance and punctuality.

QUALIFICATIONS:

- The position typically requires a Masters Degree in public administration, urban planning, architecture, engineering, construction management, or equivalent education and/or experience that provides the knowledge to meet the job requirements;
- Minimum of 10 years experience performing professional level work in an analytical, evaluative, and planning capacity;
- Working knowledge of the legislative process and council and committee rules and procedures;
- In-depth knowledge of federal and state mandates and programs for capital improvement projects;
- Experience working with office software and the Internet.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS: Must be able to work in an office environment; sit for extended periods of time working on computers; must coordinate visual and muscular dexterity to operate standard office equipment including a computer terminal, telephone, copy and facsimile machine.

LICENSING AND/OR OTHER REQUIREMENTS: Professional architectural registration, engineering PE, or construction management certification preferred.